

Minutes from RFQ Pre-Conference and Site Visit of August 24, 2009.

Introduction

All attendees were welcomed and introduced to Mrs. Rosa Maria de Valiente, Procurement Supervisor, Eng. Salvador Padilla, OBO Engineer and Mrs. Mayra Melara, Procurement Agent.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

- Attendees were informed that statements made at the conference do NOT change the RFP. Any changes will appear in a written amendment to the solicitation (form SF-30) and need to be acknowledged receipt by enclosing a copy of the modification to the offer.
- Reviewed the proposal submission instructions per Section 3/Solicitation Provisions, for a complete presentation of the offers.
- It was explained that this is a fixed price contract, that the government makes monthly fixed price payments.
- Participants were informed that prices for option years must be part of the proposal and are not subject to re-negotiation after the contract is signed.
- Participants were reminded that any options in the contract under FAR clause 52.217-9 are the choice of the Government, not the contractor.
- All subsequent questions to the pre-conference will be posted on the Internet and contractor must be checking it periodically. Questions must be in English. Last day to receive questions: September 11, 2009.
- Proposals must be in the English language ONLY.
- Closing date is September 21, 2009 at 2 p.m. Delivery address is: North Gate, Calle Conchagua. No late proposals will be accepted.
- Unsuccessful offerors will be notified in writing.

Questions

The attached questions were asked during the conference.

Conclusion

The Pre-Proposal Conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government. The meeting was adjourned.

Sincerely,

Amy Cox
A/Contracting Officer

Enclosure:
Questions and Answers

JANITORIAL SERVICES

Q's and A's

Q. Do we need to present our legal documentation in English?

A. No, legal documentation (e.g. deeds) may be presented in Spanish. All other documents must be in English.

Q. Do we need to include prices without IVA?

A. The Embassy is tax exempt per IVA card Nr. EU-213. Invoices must show IVA exemption.

Q. Would you please explain the type of insurance general liability required for property damage?

A. Contractor will obtain insurance coverage for property replacement at market value, up to \$1,000.00 per occurrence and \$5,000.00 cumulative.

Q. Do you require that we obtain a life insurance for our employees?

A. Yes, it is required that you obtain a life insurance coverage that is equal to 18 times the actual monthly basic salary rounded to the nearest highest thousand with accidental death, dismemberment and loss of sight and qualified accidental death coverage.

Q. Is gardening services also included in this contract?

A. No, gardening services is a separate contract.

Q. Part 1.3.1.1. – a cleaner/degreaser such as Taski Profit and cleaner Polymer such as Taski Wiwax is required. Can we propose a different product?

A. That type of product is used as reference only, an equivalent product may be proposed.

Q. Can you provide us with the number of employees that you currently have?

A. No, the number of employees will not be provided.

Q. Do we have to provide maintenance to the swimming pool?

A. No, contractor will only clean floors, tables/chairs, and bathrooms.

Q. What type of floors do you have in the computer room?

A. There is carpet and elevated floors.

Q. Can American companies present with their proposal?

A. Yes, If that company has all licenses and permits required by local law.

Q. How many windows are there in the buildings?

A. There are approximately 350 windows.

Q. Does the contractor have to clean the cafeteria cooking area?

A. No, only floor, tables and chairs need to be cleaned.

Q. Is there a space assigned to the Project Manager, employees and materials?

A. Yes, there is a space.